Creating a Solicitation including the Clause Management Screen	NOTES:
1. Start with a Purchase Request (Figure 71)	
Highlight the PR, place a checkmark in the Solicitation Column	
2. Click New or File New (Figure 72)	
This will start the Solicitation Process.	
(IF you are making an AWARD without going through the Solicitation Process, you can click on AWARD instead. The Clause section instructions remain the same.)	

Figure 71

Figure 72

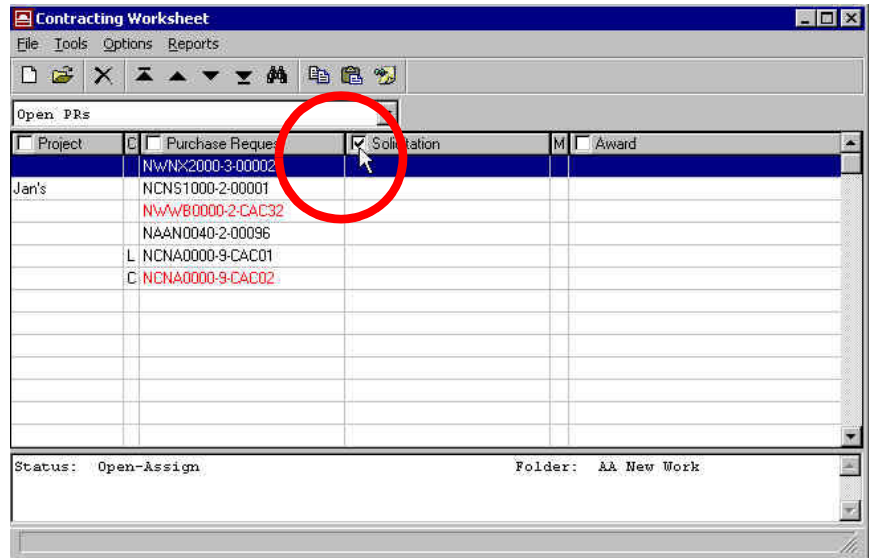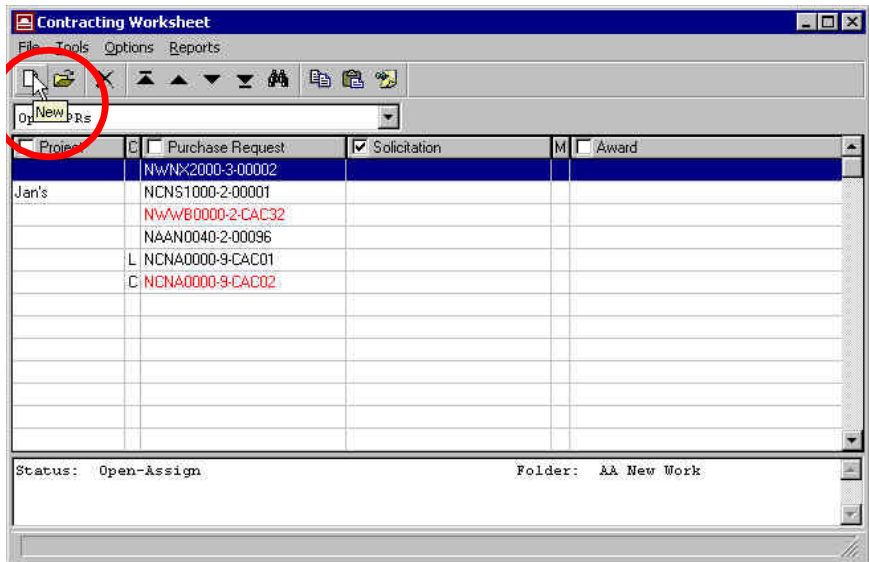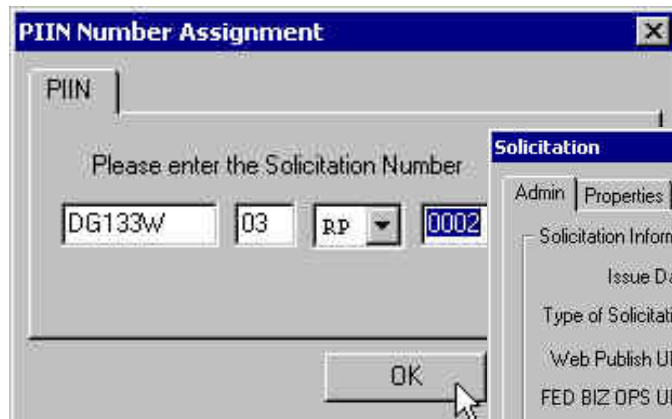|	NOTES:
3. Assign it a PIIN number (Figure 73) 4. Complete the preliminary screens as shown here (Figures 74-76).	
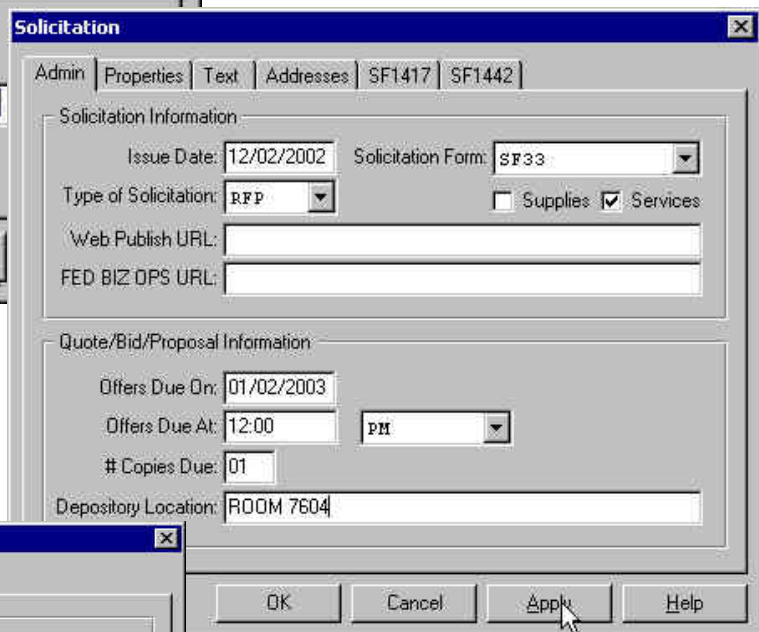
PIIN Number Assignment

PIIN

Please enter the Solicitation Number

| DG133W | 03 | RP ▼ | 0002 |

OK

Figure 73

Solicitation

Admin | Properties | Text | Addresses | SF1417 | SF1442

Solicitation Information

Issue Date: 12/02/2002   Solicitation Form: SF33 ▼

Type of Solicitation: RFP ▼   ☐ Supplies ☑ Services

Web Publish URL:

FED BIZ OPS URL:

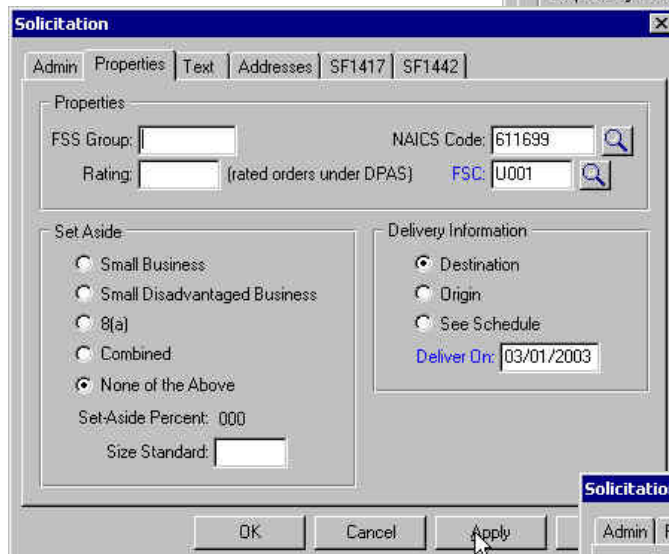Quote/Bid/Proposal Information

Offers Due On: 01/02/2003

Offers Due At: 12:00   PM ▼

Copies Due: 01

Depository Location: ROOM 7604

OK   Cancel   Apply   Help

Figure 74

Solicitation

Admin | Properties | Text | Addresses | SF1417 | SF1442

Properties

FSS Group: | NAICS Code: 611699 🔍

Rating: (rated orders under DPAS)   FSC: U001 🔍

Set Aside
○ Small Business
○ Small Disadvantaged Business
○ 8(a)
○ Combined
⦿ None of the Above
Set-Aside Percent: 000
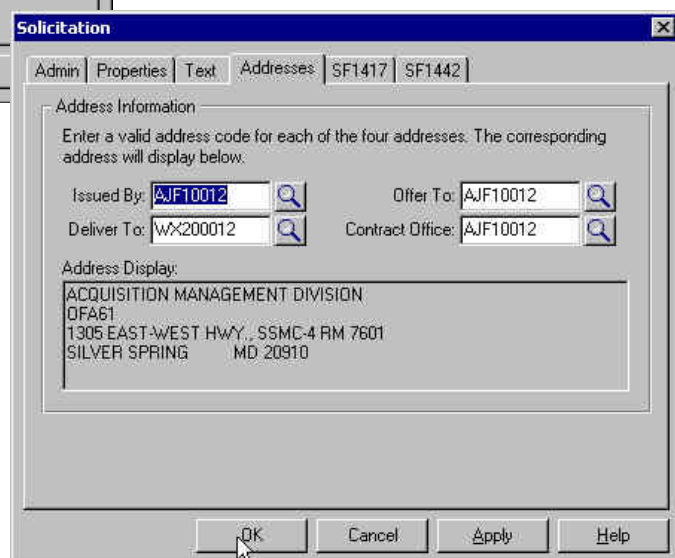Size Standard: [   ]

Delivery Information
⦿ Destination
○ Origin
○ See Schedule
Deliver On: 03/01/2003

OK   Cancel   Apply

Figure 75

Solicitation

Admin | Properties | Text | Addresses | SF1417 | SF1442

Address Information

Enter a valid address code for each of the four addresses. The corresponding address will display below.

Issued By: AJF10012 🔍   Offer To: AJF10012 🔍
Deliver To: WX200012 🔍   Contract Office: AJF10012 🔍

Address Display:

ACQUISITION MANAGEMENT DIVISION
OFA61
1305 EAST-WEST HWY., SSMC-4 RM 7601
SILVER SPRING   MD 20910

OK   Cancel   Apply   Help

Figure 76

	NOTES:
5. Clause Management (Figure 77) Click the Clause Hyperlink This starts the Clause Management Screen (this screen is the same in both Solicitations and Award documents) 6. Click New Clause (Figure 78) to begin adding FAR or CAR clauses as appropriate. Note: You can not currently add a text file on this screen until you have added a Clause. In Figure 79, if you know the clause number you wish to add, simply type it in the Clause blank (you do not have to use the look up if you know what you need to add). After you have identified the Clause, use the radio buttons to identify how you want it added to the document (Full Text, Reference, with a Page Break between clause) Identify the Section of the Solicitation or Award document that the clause is to be associated. AFTER you have inserted your first clause (even if it is not for the first section, you can begin to add text files into this same screen.	

Figure 77

Figure 78

Figure79

		NOTES:
7.	On the Clause Management Screen see the first clause that was inserted. (Figure 80)	
8.	After you have inserted a clause you can begin to insert text in the appropriate areas of the Solicitation or the Award document. Using the File Insert TEXT File. After you have inserted the Title, use the Browse (Figure 81) button to find the appropriate file (Figure 82). Be sure to identify the section of the document where it is to be incorporated.	

Figure 80

Figure 81

Figure 82

		NOTES:
9.	See instructions for Attachments.	
10.	To complete the fillins, (Figure 83) use the Fill in listing to see which clauses still need to be completed. Double click on the clause.	
11.	Click the Fill In button (Figure 84).	
12.	The fill-in statements will appear at the top, click the Fill-in Filter to see where the fill-in appears in the clause (Figure 85).	
13.	At the bottom of the screen, type in the words that should appear where the fill-in blank appears in the preview window Click the Apply button.	

Solicitation Document - DG133W-03-RP-0002

File Tools Options

All Sections | Incomplete Fill-Ins

Section	Clause Number	Fill-In	Clause/Text Title	Matrix ID
E	52.252-2	YES	CLAUSES INCORPORATED BY REFERENCE (FEB 1998)	

```
Applicability: Optional      Incorporate: Full
Supplement: FAR
Prescription: 52.107
```

Enter data or press ESC to end.

Figure 83

Clauses

Clause

Attributes

Clause: 52.252-2   ○ Full Text
Supplement: FAR   ○ Reference
Section: E   □ Page Break

Header:

Title: CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

Fill In

OK   Cancel   Apply   Help

Figure 84

Fill In

Fill In

```
1  Insert  one  or  more  Internet  addresses
2  Insert  one  or  more  Internet  addresses
```

○ Preview ● Fill in View

```
full text of a clause may be accessed electronically at this/these
address(es):
<FILLIN:1:
http://www.ofa.noaa.gov/~amd/SOLINDEX.html
>
```

http://www.ofa.noaa.gov/~amd/SOLINDEX.html

- Choose Insert Type - | Insert | Clear

OK   Cancel   Apply   Help

Figure 85

		NOTES:
14.	See the text in the gray area as you have typed in the space below. (Figure 86) When you have completed and hit the apply button, then highlight the next fill-in the upper white space, then continue filling it in bottom portion. 15. When you have finished the entire Solicitation or the Award document, click the print button and the document will generate with all the clauses as you have inserted them. (Figure 87)	

Figure 86

Figure 87